



California Department of  
Toxic Substances Control



## ACCOUNTING TECHNICIAN MULTI-DEPARTMENTAL OPEN EXAMINATION

**Final Filing Date: September 25, 2008**

California State Government – An Equal Opportunity Employer to all regardless of race, color, creed, national origin, ancestry, sex, marital status, disability, religious or political affiliation, age or sexual orientation. It is the objective of the State of California to achieve a drug-free State work place. Any applicant for State employment will be expected to behave in accordance with this objective because the use of illegal drugs is inconsistent with the law of the State, the rules governing civil service and the special trust placed in public servants.

### EXAMINATION BASE

#### Multi-Departmental Open Examination for:

Alcoholic Beverage Control (ABC)  
California Department of Public Health (CDPH)  
California Public Employees' Retirement System (CalPERS)  
Department of Corrections and Rehabilitation (CDCR)  
Department of Health Care Services (DHCS)  
Department of Forestry and Fire Protection (CAL FIRE)  
Department of Parks and Recreation (Parks & Rec)  
Department of Personnel Administration (DPA)  
Department of Toxic Substances Control (DTSC)  
Employment Development Department (EDD)  
State Compensation Insurance Fund (SCIF)

### WHO SHOULD APPLY

Persons who meet the minimum qualifications (entrance requirements) as stated on this announcement may take this competitive examination.

### HOW TO APPLY

Applications are available by visiting the State Personnel Board's website at <http://www.spb.ca.gov/jobs/stateapp.htm>. Submit examination application (STD. Form 678) to:

By mail: or  
Department of Corrections and Rehabilitation  
Office of Selection Services  
P. O. Box 942883  
Sacramento, CA 94283-0001

In person:  
Department of Corrections and Rehabilitation  
Office of Selection Services  
1515 "S" Street, Room 522-N  
Sacramento, CA 95811-7243

If personally delivering your application, you must do so between the hours of 8:00 a.m. and 5:00 p.m., Monday through Friday, on or before the final filing date to the same street address as listed above for the Office of Selection Services.

### DO NOT SUBMIT APPLICATIONS TO THE STATE PERSONNEL BOARD

### APPLICATION DEADLINE

**September 25, 2008**, is the final filing date. Applications postmarked, personally delivered, or received via interoffice mail after the final filing date will not be accepted for any reason.

### TRANSFER RESTRICTION

Transfer of list eligibility to or from this list will be restricted for the first six months after the list release date.

### TEST DATE

The Written Test Date is **Saturday, January 3, 2009**. Multiple test site locations will be scheduled throughout the State.

All applicants must meet the education and/or experience requirements for this examination by the written test date.

### SALARY RANGE(S)

As of: **July 8, 2008**  
**\$2,638 - \$3,209**

**MINIMUM  
QUALIFICATIONS**

**Experience:** Two years of experience in keeping or reviewing accounting or fiscal records, or three years of general clerical experience.

**and**

**Education:** Completion of at least nine semester hours of a professional accounting curriculum. (Additional experience in keeping or reviewing accounting or fiscal records may be substituted for the required education on the basis of one year of experience for six semester hours of accounting training.)

(Completion of a professional accounting curriculum comprising at least 16 semester hours in accounting, given by a recognized residence or correspondence school may be substituted for the required education and experience.)

**Applications must include "to" and "from" dates (month/day/year), time base, civil service class title(s), and range (if applicable) for all work experience.**

**Applicants must show specific college course information and must include title, number of semester or quarter units, names of institution, completion dates, and degree (if applicable).**

**EXAMINATION  
PLAN**

This examination will consist of a written test weighted 100%. In order to obtain a position on the eligible list, a minimum rating of 70% must be attained in the examination. **CANDIDATES WHO DO NOT APPEAR FOR THE WRITTEN TEST WILL BE DISQUALIFIED.**

**Written Test – Weighted 100%**

**Scope:**

Emphasis in the examination will be on measuring competitively, relative to job demands, each candidate's:

**A. Knowledge of:**

1. Principles and practices of financial record keeping
2. Basic principles of accounting
3. Governmental accounting principles and procedures

**B. Ability to:**

1. Express ideas and give instructions effectively
2. Operate common office appliances used in financial record-keeping work
3. Make arithmetical computations rapidly and accurately
4. Apply rules and regulations to specific cases
5. Analyze data and draw logical conclusions

**ELIGIBLE LIST  
INFORMATION**

The resulting eligible list will be established to fill vacancies for the departments mentioned on this bulletin. The list(s) will be abolished **12** months after the establishment unless the needs of the service and conditions of the list(s) warrant a change in this period.

**POSITION  
DESCRIPTION  
AND  
LOCATION(S)**

The class of **Accounting Technician** includes such assignments as the maintenance of general ledger and budgetary control accounts or the maintenance of a revolving fund account. Such duties as the preparation of purchase requisitions, the keeping of property inventory records, and the making of arithmetical computations and tabulations are considered of a clerical nature and such duties alone do not constitute work typical of this class, although they may be performed by incumbents along with account keeping functions. Positions in this class are not supervisory, but may exercise lead responsibilities.

Incumbents may have internal contact with budget, business services and line staff; external contact with airlines and vendors and occasional contact with banks and control agencies.

**SPECIAL  
TESTING  
ARRANGMENTS**

If you have a disability and need special testing arrangements, call the Department of Corrections and Rehabilitation at (916) 322-2545, Telecommunications Device for the Deaf (TTY) (916) 654-6336, or via California Relay (Telephone) Service for the deaf or hearing impaired: from TTY phones: 1-(800) 735-2929, for voice phones: 1-(800) 735-2922.

**VETERANS'  
POINTS/  
CAREER CREDITS**

Veteran's Preference Points will be granted in this examination. Due to changes in the law, which were effective January 1, 1996, veterans who have achieved permanent civil service status are not eligible to receive Veteran's Preference Points. Career credits will not be granted in this examination.

**GENERAL INFORMATION**

**It is the candidate's responsibility** to contact the Department of Corrections and Rehabilitations' Office of Selection Services at (916) 322-2545 three weeks after the final filing date if he/she has not received a **progress notice**.

**It is the candidate's responsibility** to contact the Department of Corrections and Rehabilitations' Office of Selection Services at (916) 322-2545 five days prior to the written test date if he/she has not received **his/her notice**.

**Applications are available at** any of the offices listed on the bulletin, State Personnel Board offices and local offices of the Employment Development Department.

**Veteran's Preference:** California law allows the granting of Veteran's Preference Points in **Open Entrance** and **Open, Nonpromotional Entrance** examinations. Veterans Preference Points will be added to the final score of all competitors who are successful in these types of examinations and qualify for and have requested these points. Credit in **Open Entrance** examinations is granted as follows: 10 points for veterans, widows and widowers of veterans, and spouses of 100% disabled veterans; and 15 points for disabled veterans. Credit in **Open, Nonpromotional Entrance** examinations is granted as follows: 5 points for veterans; and 10 points for disabled veterans. Directions to apply for Veterans Preference Points are on the Veterans Preference Application (Std. Form 1093) which is available from State Personnel Board, P.O. Box 944201, Sacramento, CA 94244-2010 and the Department of Veteran's Affairs, P. O. Box 942895, Sacramento, CA 94295-0001.

**Examination Locations:** When a written test is part of the examination, it will be given in such places in California as the number of candidates and conditions warrant.

**If you meet the requirements** stated in this bulletin, you may take the examination. Possession of the entrance requirement(s) does not assure success in the examination or placement on the employment list. All candidates who pass the examination described in this bulletin will be ranked according to their scores.

**Eligible Lists:** Eligible lists established by competitive examination, regardless of date, must be used in the following order: (1) sub-divisional promotional, (2) departmental promotional, (3) multidepartmental promotional, (4) servicewide promotional, (5) open eligible list. When there are two lists of the same kind, the older must be used first. Eligible lists will expire in one to four years unless otherwise stated on this bulletin. In the case of continuous testing examinations, names are merged into the appropriate eligible list in order of final test scores (except as modified by veterans preference credits) regardless of the date of the test and the resulting eligible lists will be used only to fill vacancies in the area shown on the bulletin.

**General Qualifications:** Candidates must possess essential personal qualifications including integrity, initiative, dependability, good judgment, and ability to work cooperatively with others and a state of health consistent with the ability to perform the assigned duties of the class. A medical examination may be required. In open examinations, investigation may be made of employment records and personal history and fingerprinting may be required.

**QUESTIONS?** If you have any questions concerning this announcement, please contact:

**Alcoholic Beverage Control (ABC)** – Ellen LeFevre at (916) 419-2565 or [Ellen.LeFevre@abc.ca.gov](mailto:Ellen.LeFevre@abc.ca.gov)

**Department of Public Health (CDPH)** – Dierdre Gaines at (916) 552-8343 or [Dierdre.Gaines@CDPH.ca.gov](mailto:Dierdre.Gaines@CDPH.ca.gov)

**California Public Employees' Retirement System (CalPERS)** – Loray Finley at (916) 795-4112 or [Loray\\_Finley@calpers.ca.gov](mailto:Loray_Finley@calpers.ca.gov)

**Department of Corrections and Rehabilitation (CDCR)** – Cheryl Session at (916) 322-8816 or [Cheryl.Session@cdcr.ca.gov](mailto:Cheryl.Session@cdcr.ca.gov)

**Department of Health Care Services (DHCS)** – Lisa Jeffers at (916) 552-8351 or [Lisa.Jeffers@dhcs.ca.gov](mailto:Lisa.Jeffers@dhcs.ca.gov)

**Department of Forestry and Fire Protection (CAL FIRE)** – Danielle Martin at (916) 445-7920 or [Danielle.Martin@fire.ca.gov](mailto:Danielle.Martin@fire.ca.gov)

**Department of Parks and Recreation (Parks & Rec)** – Linda Stott at (916) 653-3919 or [Lstott@parks.ca.gov](mailto:Lstott@parks.ca.gov)

**Department of Personnel Administration (DPA)** – Deanna Summers at (916) 323-4864 or [DeannaSummers@dpa.ca.gov](mailto:DeannaSummers@dpa.ca.gov)

**Department of Toxic Substances Control (DTSC)** – Joanna Doller at (916) 255-3762 or [jdoller@dtsc.ca.gov](mailto:jdoller@dtsc.ca.gov)

**Employment Development Department (EDD)** – Jenna Mann at (916) 654-6758 or [jenna.mann@edd.ca.gov](mailto:jenna.mann@edd.ca.gov)

**State Compensation Insurance Fund (SCIF)** – Linda Cain at (415) 565-1180 or [Lscain@scif.com](mailto:Lscain@scif.com)